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Political Action Committee

2004 AUG -3 A 9 37

200 East Randolph Drive
Chicago, Illinois 60601
312/661-2335

July 28, 2004

VIA CERTIFIED MAIL

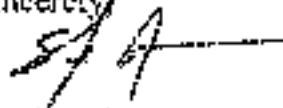
Ms. Andrea Needles
Senior Campaign Finance Analyst
Federal Election Commission
999 E Street N, NW
Washington, DC 20463

Re: Mid-Year Report (1/1/03 - 6/30/03)
Kirkland & Ellis PAC (FKA WSS PAC)
FEC Identification Number C00212142

Dear Ms. Needles:

In response to your letter of July 21, 2004 (copy enclosed) regarding clarification of administrative expenses for the above-captioned Committee, please accept this letter as verification that the Kirkland & Ellis PAC does not maintain office space or have any salaried employees. All services are provided by volunteers, office supplies, photocopying and similar costs continue to run below the reporting threshold. Should you have any further questions regarding this matter, please do not hesitate to contact me at the number provided above. Thank you.

Sincerely,



Stephen G. Tomlinson
Treasurer

Enclosures

RQ-2



FEDERAL ELECTION COMMISSION
WASHINGTON, D. C. 20543

July 21, 2004

Stephen Tomlinson, Treasurer
Kirkland & Ellis PAC
200 East Randolph Drive
Chicago, IL 60601

Response Due Date:
August 20, 2004

Identification Number: C00212142

Reference: Mid-Year Report (1/1/03-6/30/03)

Dear Mr. Tomlinson:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your report discloses no payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule(s) B supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure requirements of 2 U.S.C. §434(b)(3) and 11 CFR §104.13, and the limitations and prohibitions of 2 U.S.C. §§441a and 441b.

Clarification regarding administrative expenses should be disclosed during each two-year election cycle beginning with the first report filed in the

non-election year. Please verify that all expenses referenced above (i.e., rent, salaries, utilities, etc.) have been adequately disclosed. If volunteers have provided these services, please confirm this in writing.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1142.


Sincerely,

Andrea Needles

Andrea Needles
Senior Campaign Finance Analyst
Reports Analysis Division

**Federal Election Commission
ENVELOPE REPLACEMENT PAGE
FOR INCOMING DOCUMENTS**

The FEC added this page to the end of this filing to indicate how it was received.

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 PREPARER (5/2004)	8-3-04 DATE PREPARED